

Request to Owners

Correct Data for New Move-Ins With Previous Housing Code of 2

1. Previous Housing Codes – TRACS Release 202.D (MAT 10 Section 2a Field 23)

Tenant Rental Assistance Certification System (TRACS) Release 202.D effective March 1, 2015, facilitates the capture of data on whether or not an individual or family was homeless prior to admission to a multifamily property.

Two new codes have been added to more accurately report previous homelessness status. There are now five active codes for the MAT10, Section 2 Previous Housing Code field. The codes are as follows:

- 1 = Substandard
- 2 = (Without or Soon to be Without Housing) **[No Longer Valid For New Move-In Certifications]**
- 3 = Standard
- 4 = Conventional Public Housing (Owned by a Public Housing Agency)
- 5 = Lacking a fixed Nighttime Residence **[New]**
- 6 = Fleeing/Attempting to Flee Violence **[New]**

Note: "Substandard" means physically substandard and does not include overcrowding.

2. Previous Housing Code 2 (Without or Soon to be Without Housing)

"Without or Soon to be Without Housing" is no longer a valid code for new move-in tenant certifications. The code has been redefined as applicable only to records transmitted in TRACS 202.C or as corrections to Move-In tenant certifications originally transmitted in TRACS 202C.

When a tenant moves in (after October 1, 2015), who was formerly homeless, property staff should select Code 5, "Lacking a Fixed Nighttime Residence" in TRACS. Property staff should NOT select Code 2, "Without or Soon to Be Without Housing"; it is no longer a valid entry for new move-ins.

It is essential that TRACS maintains correct data on homeless individuals and families moving into assisted housing. This is why TRACS allows property agents and owners to make corrections in the records they create and submitted to TRACS.

3. Previous Housing Code 5

"Individuals and families who lack a fixed, regular, and adequate nighttime residence", including an individual who resided in an emergency shelter or a place not meant for human habitation, or who is exiting an institution where he or she temporarily resided.

[Use code 5 to indicate homelessness (as described above) prior to move-in.]

4. Previous Housing Code 6

“Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions” that relate to violence against the individual or a family member.

[Use code 6 to indicate homelessness as a direct result of fleeing or attempting to flee violence.]

5. TRACS Data Quality Issues Identified for Previous Housing Code 2

There were 833 tenant certifications for new move-ins since October 1, 2015, that used previous housing code = 2.

Out of the 833 tenant certifications, 111 were corrections for prior tenant certifications for residents who moved in before October 1, 2015. Code 2 was used appropriately for these records.

The other 722 move-in tenant certifications used the incorrect Previous Housing Code 2. These certifications must be corrected.

6. Request to Owners to Correct Data for New Move-Ins with Previous Housing Code of 2

Please check all certifications for residents who moved in on or after October 1, 2015. If the Previous Housing code of 2 was used incorrectly, please submit a corrected TRACS certification with one of the five active Previous Housing codes (i.e. 1, 3, 4, 5, or 6).

How can you ensure data is accurate? Obviously, always spell names and unit addresses correctly. But just as important, make sure the data in the software match the written information provided by tenants.

Remember these data will not only be used to create program reports, but they will also be used for Congressional reporting requirements. So be thorough and consistent in your data entry.

7. Future TRACS System Enhancement for Previous Housing Code 2

Over the coming months, Multifamily Housing Programs will be upgrading TRACS with a new business rule that generates a fatal error for Previous Housing Code 2. This new business rule focuses on enhancements that improve the reliability of homeless data submitted to TRACS. The new error message will be: “MAT10 rejected. Previous Housing Code = 2 is no longer permitted.”

While much of the work for this TRACS upgrade will be transparent to you, we will alert you of any future scheduled activities and/or system enhancements that will affect you as affordable housing partners.